



City of Grants Pass Position Announcement

www.grantspassoregon.gov

Police Officer Public Safety Department

Application deadline will be November 16, 2012 for scheduled testing dates of December 6 and 7, 2012.

Applications received after November 16 will be considered for future testing.

Salary Range: \$4,206 to \$5,737 per month plus incentives if eligible

The Police Division of the Grants Pass Department of Public Safety strives to provide a safe environment for our community through delivery of professional public safety services. We utilize motors (traffic), K-9's, SWAT, School Resource Officers, Crime Prevention, and Community Service Officers to accomplish this task. We start by selecting the best qualified candidates. We believe our in-service training is exceptional and continue to train our employees year after year by utilizing the latest techniques and lessons that law enforcement has to offer. We believe that our facilities, training and equipment are cutting edge. Combining our highly trained and skilled police officers, their on-going training, and the technology available to them, allows us to be very successful at policing our city in the most efficient manner possible. This position works rotating shifts including, days, nights, and weekends. High call volume (21,305 calls assigned to patrol in 2010) and a fast paced environment are part of being a City of Grants Pass Police Officer.

Minimum qualifications:

- Graduation from high school or GED and any combination of advanced course work, experience, and training which provides the required knowledge, skills, and abilities.
- Must be 21 years of age.
- Previous experience as a successful police officer or reserve officer may be helpful.
- Meet physical standards as set by the Department of Public Safety on Standards and Training.

How to Apply:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be hand delivered or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections, however, any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered. No late, incomplete or faxed applications will be accepted.

The **required** materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Resume
4. Cover Letter

Ranking and Selection:

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire and meeting minimum qualifications of the position. The selection process for the position of police officer includes the following steps: application, physical agility testing, written testing (a fee of \$15 is required at time of testing), B-PAD video testing, oral interview, tentative offer, background investigation, pre-employment psychological screening, physical examination, drug testing, and final offer of employment. A detailed listing of the selection process and timelines can be obtained on the City's website (<http://www.grantspassoregon.gov/Index.aspx?page=124>).

Applications for this position who fail the pre-employment background investigation will not be considered for any position for which such a background investigation is required for a minimum of twelve (12) months from the date of notification. Applicants who fail the psychological examination will not be considered for any position for which such an examination is required for a minimum period of thirty-six (36) months from the date of notification.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

All candidates will be notified of the status of their application after the closing date.

Additional incentives available for Certification of Sworn Officers

Intermediate Level DPSST \$91.73 per month

Advanced Level DPSST \$91.73 per month

Associate Degree from an accredited institution \$75.00 per month

Bachelor's Degree from an accredited institution \$150.00 per month

Veteran's Preference

A Veteran's Preference Form is available on the City's website at www.grantspassoregon.gov or by contacting the Human Resources Department at 541.450.6000

Contact Information:

City of Grants Pass

Human Resources Department

101 N.W. "A" Street

Grants Pass OR 97526

Phone 541.450.6000

e-mail: tmartin@grantspassoregon.gov

DEPARTMENT OF PUBLIC SAFETY
POLICE OFFICER
SUPPLEMENTAL QUESTIONNAIRE

Please answer the following questions on a separate piece of paper. Please provide your answers in your own handwriting. Limit responses to no more than one-half page per question. Attach this sheet to your responses.

NAME: _____ DATE: _____

1. Do you possess current certification as a police officer in Oregon or any other State? If so, indicate the type and level of certification, the certifying agency, and any pertinent information regarding your certification.
2. What program of physical fitness do you currently maintain on a regular basis in order to keep yourself at a level of fitness sufficient to perform the duties of police officer?
3. What education and experience do you possess which will qualify you for a position as police officer with the City of Grants Pass?
4. Describe specific jobs that you have held in the past which might qualify you as a police officer. Feel free to discuss specific duties which you feel are applicable to the duties of police officer in this section.
5. Do you currently smoke cigarettes? Yes _____ No _____
Have you smoked cigarettes within the past 12 months? Yes _____ No _____
Do you agree to be and remain a non-smoker during your entire term of employment with the City of Grants Pass as a police officer if you are hired for the position? Yes _____ No _____
6. During your life, what experience(s) have you had dealing with emergency situations? Describe briefly job situations or life experience situations involving emergency responses which will help us evaluate your ability to respond to emergencies in the position of police officer.
7. What experience have you had in the field of public contact? These experiences can include public speaking, teaching, group leadership, youth work, service clubs, etc.
8. Do you have any experience or training in firefighting? Are you willing to be trained in basic firefighting and rescue skills?
9. Explain your experience using personal computers, particular software and whether experience was work or personal related.
10. Why do you desire a position with the Grants Pass Department of Public Safety as a police officer?

I certify that each of the answers given above are correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of police officer.

Signed: _____ Date: _____

101 Northwest A Street
Grants Pass, Oregon 97526
541-474-6360

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR: _____

PLEASE PRINT OR TYPE CLEARLY:

| | | |
|----------------------------|---|---------|
| Last Name | First | Initial |
| Street Address | City & State | Zip |
| Mailing Address | City & State | Zip |
| Telephone Home | Work | Cell |
| | | Message |
| Electronic Mail Address | Driver's License Number/ State Issued / Expiration Date | |
| Nickname or preferred name | Best way to reach you? Home Phone Cell Phone E-mail | |

Answer all of the questions listed below:

- Are you 18 years of age or over? Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
- Have you previously been employed by the City of Grants Pass? Yes No
If so, when and what position/s? _____

- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
- Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation? Yes No

(Convictions are not an automatic bar to employment. Each case is considered separately.)

Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

- Do you have a High School Diploma? Yes No

| | |
|----------------|-------------------------|
| Name of School | Location (City & State) |
| | |

- If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

| | |
|----------------|-------------------------|
| Name of School | Location (City & State) |
| | |

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

| | |
|--------------------------------------|--|
| _____ Typing / Keyboarding (____wpm) | _____ Computer Use |
| _____ Email | _____ Internet Use |
| _____ Microsoft Office Applications | _____ Multi-Line Phone |
| _____ 10-Key | _____ Spreadsheet Software |
| _____ Public Speaking | _____ Interpersonal Communication Skills |
| _____ Defensive Driving | _____ Other _____ |

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

| Name of School | Location (City & State) | Major | Credits Completed | Certificates or Degrees |
|----------------|-------------------------|-------|-------------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

| | | |
|---|-------------------------|----------------|
| Job Title _____ | Start Date _____ | End Date _____ |
| Employer _____ | Address _____ | |
| Phone _____ | Direct Supervisor _____ | |
| Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No | | |
| Starting Salary _____ Ending Salary _____ | | |
| Duties/Responsibilities _____ | | |
| Reason for leaving : _____ | | |
| | | |
| Job Title _____ | Start Date _____ | End Date _____ |
| Employer _____ | Address _____ | |
| Phone _____ | Direct Supervisor _____ | |
| Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No | | |
| Starting Salary _____ Ending Salary _____ | | |
| Duties/Responsibilities _____ | | |
| Reason for leaving : _____ | | |
| | | |
| Job Title _____ | Start Date _____ | End Date _____ |
| Employer _____ | Address _____ | |
| Phone _____ | Direct Supervisor _____ | |
| Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No | | |
| Starting Salary _____ Ending Salary _____ | | |
| Duties/Responsibilities _____ | | |
| Reason for leaving : _____ | | |

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature
Date

CITY OF GRANTS PASS
AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____ Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____